

IIPP Addendum - Violence in the Workplace

- Authority:** This policy is established by the Company's Chief Executive Officer.
- Applicability:** The policy applies to all Company employees, and to all individuals who, while not Company employees, perform work at the Company for its benefit.
- Summary:** This policy provides guidelines for responding to violence or threats of violence in the workplace, and on Company property. Section headings are:

1. POLICY
2. DEFINITIONS
3. PROCEDURES

1) POLICY

The Company strives to provide employees a safe environment in which to work; therefore, the Company will not tolerate violence or threats of violence in the workplace. All weapons, as defined by California Penal Code, are banned from Company premises unless written permission is given by the Company. Employees who violate this policy will be subject to disciplinary action up to and including termination. Employees who intentionally bring false charges will also be subject to disciplinary action up to and including termination. Non-employee violations of this policy will be handled in accordance with applicable laws.

2) DEFINITIONS

- a) **Acts of violence** include any physical action, whether intentional or reckless, that harms or threatens the safety of another individual in the workplace.
- b) **A threat of violence** includes any behavior that by its very nature could be interpreted by a reasonable person as intent to cause physical harm to another individual.
- c) **Workplace** includes all Company facilities and locations where employees are engaged in Company business.

3) PROCEDURES

a) General Roles and Responsibilities

i) In general:

- (1) Any person experiencing or observing imminent violence should call emergency services at 911 immediately.
- (2) Any employee who believes a crime has been committed against him/her has the right to report that to the proper law enforcement agency.

ii) Employee

Each employee:

- (1) Should report any acts or threats of violence to his/her immediate supervisor, human resources manager, or to the nearest member of management. Such reports will be promptly and thoroughly investigated.
- (2) Should notify his/her supervisor of any restraining orders against individuals that include the workplace.

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iii) Supervisor

The immediate supervisor's responsibilities are to:

- (1) Respond promptly to issues related to workplace safety.
- (2) Contact the appropriate parties in the event of a potential or actual incident.
- (3) Promptly inform his/her supervisor about any acts or threats of violence even if the situation has been addressed.
- (4) Promptly inform his/her supervisor in the event he/she is advised of a restraining order.

iv) Human Resources Managers

Human resources managers are responsible to:

- (1) Contact the appropriate Party as soon as possible when made aware of a violent act or threat of violence.

v) Police/Security

Police/Security:

- (1) The police take appropriate law-enforcement actions.
- (2) Any Company-provided security should notify and cooperate with all law enforcement agencies as appropriate.

b) Threats of Violence

Responsibilities:

- i) Any individual who experiences or observes a threat of violence should immediately report the incident to his/her supervisor, Human Resources (HR), or the police.
- ii) The supervisor or other person notified contacts the appropriate Company representative as soon as possible.
- iii) Company management should attempt to ensure the safety of other employees.
- iv) Company management, along with the supervisor, conducts an investigation of the alleged threat, including interviewing any witnesses.
- v) Based on the finding of the investigation, appropriate action, disciplinary or otherwise, is taken.

c) Acts of Violence Not Involving Injuries or Weapons

Responsibilities:

- i) The employee should report the incident immediately to his/her supervisor, HR, or the police.
- ii) The supervisor or other person notified calls the appropriate Company representative as soon as possible.
- iii) The Company coordinates, if appropriate, counselors for intervention, consultation, or referral for clinical evaluation or treatment.
- iv) The Company conducts an independent investigation of the incident and, in conjunction with management, takes appropriate action, disciplinary or otherwise.

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d) d. Acts of Violence Involving Injuries or Weapons

Responsibilities:

- i) Any person observing an incident should call 911 first and then notify Company management.
- ii) Company management should attempt to ensure the safety of other employees.
- iii) Company management or employees should not intervene unless, in their best judgment, (a) the situation is too critical to wait for law enforcement officials and, (b) they believe intervention would be successful.
- iv) Once Company security or the police are notified, they will coordinate with the appropriate law-enforcement agencies and assist in controlling the situation.
- v) Separate from any criminal investigation that the police may conduct, the Company will take the lead in conducting an independent investigation into the incident and take appropriate action, disciplinary or otherwise.
- vi) If necessary, the Company will coordinate/arrange counselors to work with victims and observers of the incident.